

NAVSTABREMINST 5216.1
Code B10
19 Nov 98

NAVAL STATION BREMERTON INSTRUCTION 5216.1

From: Commanding Officer, Naval Station Bremerton

Subj: DISTRIBUTION LIST

Encl: (1) List I - Internal Distribution
(2) List II - External Distribution and
List III - Higher Authority Distribution

1. Purpose. To publish distribution lists for use in dissemination of Naval Station Bremerton directives and correspondence.

2. Discussion. Naval Station Bremerton directives and multi-addressed correspondence shall be distributed per this instruction. Originators of correspondence and directives shall ensure that only addressees requiring the information are included in the distribution. The drafter may also use the "Copy to" format. Examples of the distribution format follow:

Distribution: (NAVSTABREMINST 5216.1)
List I (less R2)
List IIA
List III
Ships

3. Distribution to Ships: When "Ships" appears under distribution, ships homeported at Naval Station Bremerton and ships in port at Puget Sound Naval Shipyard at the time of distribution shall be included in the distribution.

4. Action

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a. Originators are responsible for determining distribution. The Administrative Services Division shall review distribution, reducing it to minimum levels on a strict "need to know" basis, after discussion with the originator.

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b. Requests for changes to the distribution lists provided in enclosures (1) and (2) or additional copies of directives should be addressed to Commanding Officer, Naval Station Bremerton (Attention: Code B10).

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J. A. HOLDEN

Distribution: (NAVSTABREMINST 5216.1)
Lists I, II, III, Ships

LIST I - INTERNAL DISTRIBUTION

<u>CODE</u>	<u>TITLE</u>	<u>COPIES</u>
00	Commanding Officer	1
00A	Deputy	1
00S	Secretary	1
001	Command Master Chief	1
01	Executive Officer	1
02	Public Affairs Office	1
03	Legal Office	1
04	Chaplain's Office	1
05	Environmental Liaison	1
06	Command Career Counselor	1
07	Safety	1
B10	Administrative Department	6
B11	Personnel/Admin Services	1
B12	1 st Lieutenant Division	1
B13	Chief Master of Arms	1
B14	Postal Operations Division	1
B15	DAPA	1
B16	CMEO	1
B20	Supply Department	1
R2	Human Resources Department	1
R31	Port Operations Department	1
R321	Fire Department	1
R322B	Security Department	1
R322B2	Shore Patrol	1
R322P	Parking	1
R5	Public Works Department	1
R6	Community Programs Department	1
R62	Family Service Center Division	1
R63	Morale, Welfare & Recreation (MWR) Division	1
R64	Family Housing Division	1
R65	Combined Bachelor Quarters (CBQ) Division	1
R7	Information Technology Department	1
R8	Financial Resource Management Department	1

LIST II - EXTERNAL DISTRIBUTIONIIA (Naval Station Bremerton Tenant Commands)

	<u>COMMAND</u>	<u>COPIES</u>
1.	Alcohol Treatment Department	1
2.	Chaplain's Religious Enrichment Development Operation (CREDO)	1
3.	Commander, Carrier Group Three	1
4.	Defense Commissary Agency Bremerton	1
5.	Defense Distribution Depot Puget Sound	1
6.	Fleet and Industrial Supply Center (FISC) Bremerton	1
7.	Fleet Technical Support Center Everett, ILS Division, Puget Sound	1
8.	Kitsap Community Federal Credit Union (KCFCU)	1
9.	Naval Audit Site Puget Sound	1
10.	Naval Criminal Investigative Service Resident Agency (NCISRA)	1
11.	Naval Inactive Ship Maintenance Facility	1
12.	Naval Legal Service Office Northwest Bremerton	1
13.	Naval Dental Center Bremerton	1
14.	Navy Exchange Puget Sound	1
15.	ROICC Southwest Division, Naval Facilities Engineering Command, San Diego	1
16.	Navy Marine Corps Trial Judiciary Activity Puget Sound	1
17.	Navy Campus for Achievement	1
18.	Navy Food Management Team	1
19.	Navy-Marine Corps Relief Society	1
20.	Personnel Support Activity Detachment Bremerton	1
21.	Submarine Logistic Support Center Bremerton	1
22.	Transient Personnel Unit (TPU) Detachment, Bremerton	1
23.	Trial Service Office (TSO) West Detachment, Everett	1
24.	West Sound Housing Office	1

IIB (Other Frequently Addressed Commands)

1.	Commander, Naval Facilities Engineering Command (0514D) Alexandria	1
2.	Commander, Naval Surface Pacific Representative Puget Sound	1
3.	Commander, Naval Air Forces Pacific Representative, Puget Sound	1
4.	Commander, Puget Sound Naval Shipyard	1
5.	Naval Computer and Telecommunications Station, Puget Sound	1
6.	Pacific Northwest Regional Maintenance Center	1
7.	USS BRIDGE (AOE-10)	1
8.	USS CAMDEN (AOE-2)	1
9.	USS CARL VINSON (CVN-70)	1
10.	USS MOUNT HOOD (AE-29)	1
11.	USS RAINIER (AOE-7)	1
12.	USS SACRAMENTO (AOE-1)	1

LIST III - HIGHER AUTHORITY DISTRIBUTION

1.	Commander in Chief, U. S. Pacific Fleet	1
2.	Commander, Naval Base Seattle	1

Enclosure (2)